

A) Job Description			HR JD DOC NO
Job Title	Research Associate	Department	
Reports To	Director	Location	Head Office

B) Job Responsibilities
<p>Job Objective:- To work closely with the Director and to take the leadership role for this sector including sector and development roadmaps, developing new business opportunities and facilitating new entrants and existing stakeholders in the sector with a view to boosting investment and trade.</p>
<p>Principal Responsibilities:</p> <ul style="list-style-type: none"> • To undertake day to day research activity on projects currently being developed by the department. • To undertake administrative tasks associated with the project, including the organisation of meetings (internal/external), complete documentation and follow-up as per procedures. • To assist in and prepare reports/policy recommendations and presentations in the designated sector for relevant bodies. • To review and synthesise existing research literature within the sector. • To liaise with relevant government departments and private sector organisations to facilitate local and international investors for respective projects. • To propose and assist in developing Greenfield investment projects • To report progress and project tracing by giving constant feedback to the management. • To manage project database and internal documentation. • Any other duties assigned by the management. • Establish good & cordial relationship with the potential investors both locally and Internationally • Participation in Investment Conferences and efficiently offering project opportunities in Industry sector • Provide feedback to the Director that can add value to achieving the goals of the department • Provide recommendations on sector related issues when the need arises

C) Job Requirements / Qualifications
<p>Education: B.Sc./B.E. Mechanical/Industrial Engineering degree from HEC approved Universities with minimum CGPA of 3.0. Maximum age 30 years</p>
<p>Experience: At least 1 Year of relevant experience in operation of manufacturing industry and/or consultancy and supervision of development of Industrial Projects.. The required experience for this role requires</p> <ul style="list-style-type: none"> • Passion for research and analytics • Strategic business focus and the mental maturity to handle complex assignments • Strong communication and interpersonal skills • Strong analytical, problem solving and decision-making skills • Logical and organized thinking skills • Proactiveness and self-initiation To collaborate and perform effectively, the role requires you to • Build strong relationships with External Teams. • Build strong relationships with Internal Teams: <p>Understanding of Program Development, Marketing & Communications, Procurement, Finance etc.</p>

